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James A. Carder
Director
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: July 18, 2003

RE: Multiple Vendor Payment Voucher (MP) and
Payment Voucher from Multi-Payee Vendor (PVV) in SAMII Financial

Prior to July 1, 2003 (FY04), agencies applied the approvals in SAMII Financial to the MP documents and the Office of Administration, Division of Accounting (OA/Accounting) applied approvals to the PVV documents. The PVV documents may have to be approved by agencies prior to the payments processing depending upon the APRV (Approval table) settings for the agency.

To assist agencies, the Office of Administration set up the APRV table to include PVV document entries using the agencies PVQ document APRV table settings. However, if your agency has signed the Agency Cooperative Agreement, you have the option to change your agency PVV APRV table entries. Please review the APRV table and verify that the MP and PVV are correct for your agency. The PVV document is a system generated document and therefore, the APRV table can only have one entry per agency. When a document is system generated, the security will not read agency/organization entries on APRV. If your agency needs to add or update an existing MP or PVV APRV table entry, please ask your Agency Security Coordinator to send an APRV table update request to the OA SAMII Financial Security Coordinator.

As a reminder, when the MP document is taken to ACCPT status, the SAMII Financial System will automatically create the PVV documents. The PVV documents will immediately appear on the Suspense File (SUSF) in a SCHED status. The Approvals column on SUSF will show the approval levels required on the MP document rather than the PVV document. Agencies can elect to leave the documents alone on SUSF until after a nightly cycle or immediately work with the documents. If agencies elect to leave the documents alone on SUSF until after a nightly cycle, the SAMII Financial nightly cycle will edit each document and change the approvals to the approval

requirements for PVV documents. If the agency elects to process the PVV document the same day that the PVV is generated, then the agency needs to open the document and do a PROCESS/RUN action. This action will change the PVV document approvals to the PVV document approval requirements as listed on the APRV table. Please remember that the document approval levels applied to the MP document will carry forward to the PVV document. So for example, if the MP approval levels on APRV table are YNNNN and the PVV approval level on APRV table is YNNNN, then when the document is edited in the nightly cycle or a PROCESS/RUN action is performed the same day the PVV is created, the PVV document will go into ACCPT status without additional approvals. If the PVV document requires different levels of approvals than the MP, then the document will go to a PEND status on SUSF and the additional required approval levels will need to be applied to the agency prior to running the document.

If you have any questions in regards to the Security, please contact your Agency Security Coordinator. Your Agency Security Coordinator will contact the OA SAMII Financial Security Coordinator if assistance is needed. If you have any questions in regards to the processing of the MP or PVV documents, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting Agency Customer Service Coordinator's desk if assistance is needed.